



Las Vegas Municipal Court
Records Management
@ The Regional Justice Center
200 Lewis Ave., P.O. Box 3950
Las Vegas, NV 89127
(702) 229-2236
(702) 646-5057 - fax

Request for Records Research

NRS 179A.100 – Records of Criminal History and Information allows for records that may be disseminated without restriction; records that must be disseminated upon request; information that must be disseminated regardless of written consent; information that must be disseminated only with written consent (effective March 1, 2008.)

Records research can be provided within the guidelines of the Municipal Court Records Retention Schedules, consistently and with legal responsibility in accordance with the law; it includes the following general categories:

- Driving Under the Influence 7 years
- Domestic Violence 7 years
- Criminal 6 years
- Traffic citations 2 years

A minimum of three (3) working days is required to process research requests. When requests are complete they must be picked up within two (2) weeks; if they are not picked up in the allotted time, they will be destroyed and a new request will have to be submitted with the required payment. Please deliver your request for records research to Las Vegas Municipal Court (Front Counter-1st floor) or fax your request on letterhead to (646-5057).

The cost for research copies or electronic duplicates of records may be substituted in lieu of the original records and reasonable costs will be collected in advance. Fees associated with a research request are:

- \$1.00 each case researched
- \$1.00 each printed page*
- \$3.00 each certified document per case

*Standard page for copying fee purposes is letter/legal size paper (8 ½ x 11 or 8 ½ x 14) black and white reproduction and computer-generated reports produced on above size paper.

1) Name of Person or Agency requesting information (please print):

Name: _____
Agency: _____
Address: _____
(street) (city) (state) (zip code)
Telephone(s): _____

2) Purpose for records research:

Employment _____ Immigration _____
Dept. of Motor Vehicles _____ Other _____

3) Check one:

- a. _____ **Full Record Check:** Includes all arrests, citations and dispositions for each within:
- i. seven (7) year period for DUI convictions
 - ii. seven (7) year period for Domestic Violence convictions
 - iii. six (6) year period for Criminal convictions
 - iv. two (2) year period for Traffic citations
- b. **A Full Record Check does not include certified documents unless requested and paid for**
- c. _____ **Partial Record Check:** Research and dispositions for the items listed
- d. _____ **Certified Documents Required**

4) Name of person to be researched; include aliases, akas, etc. (please print)

Date of Birth _____
Social Security # _____
Identification # _____

To comply with this request, the following information is required (please print):

Violation Date	Citation/ Case #	Charge	Date of Conviction	Did an arrest occur (Y/N)

Please deliver your request to Las Vegas Municipal Court (Front Counter-1st floor) or fax your request on letterhead, to 646-0575.

This form is a public record and will be retained for a period of one (1) year from creation.

TO BE COMPLETED BY LAS VEGAS MUNICIPAL COURT

Clerk's name (required): _____
Date research requested: _____
Date research completed: _____
Date research picked up: _____